

# Traveling out of country?

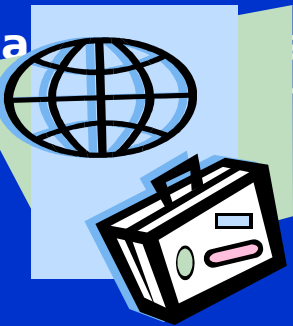
If you are planning to take unofficial travel (not TDY, PCS, etc.), here are the steps you need to take:

1) Complete AT Level I training prior to traveling -

<https://atlevel1.dtic.mil/at/>

2) Set up an appt with the Garrison Security Office to review Foreign Clearance Manual compliance requirements (Ms. Clevenger); 634-8998 (for ALL OUT OF COUNTRY TRAVEL, EVEN TO GERMANY!)

3) Set up a meeting with the Garrison Security Office to review Foreign Clearance Manual compliance requirements (Ms. Clevenger); 634-8998 (for ALL OUT OF COUNTRY TRAVEL, EVEN TO GERMANY!)



4) Register travel with the U.S. embassy or consulate nearest to their destination through the DOS website at

<https://travelregistration.state.gov/ibrs/ui> (recommended for ALL travel)

5) Submit a memorandum for approval through the USAG Vicenza